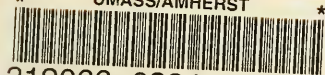


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The Commonwealth of Massachusetts

ANNUAL REPORT

OF THE

COMMISSIONER OF CIVIL SERVICE

FOR THE

YEAR ENDING NOVEMBER 30, 1922

DEPARTMENT OF CIVIL SERVICE AND REGISTRATION



BOSTON

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APPROVED BY THE
COMMISSION ON ADMINISTRATION AND FINANCE.

COMMISSIONERS OF CIVIL SERVICE.

PAYSON DANA, *Commissioner*, BROOKLINE.

ARTHUR M. HUDDALL, *Associate Commissioner*, CHELSEA.

GEORGE M. HARLOW, *Associate Commissioner*, BOSTON.

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Director, Executive Bureau.

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WILLIAM H. HAWLEY, MALDEN.

Director, Labor Bureau.

JAMES E. O'NEIL, BROOKLINE.

OFFICE OF DIVISION OF CIVIL SERVICE, ROOMS 147-152, STATE
HOUSE, BOSTON.

COMMISSIONERS OF CIVIL SERVICE

LOCAL REPRESENTATIVES OF THE
DIVISION OF CIVIL SERVICE

- BROCKTON — WILLIAM C. DROHAN, 106 Main Street.
- CHICOPEE — CARRIE M. STEBBINS, 356 Springfield Street.
- FALL RIVER — THOS. D. SULLIVAN, Granite Block.
- FITCHBURG — SAMUEL W. MILLER, 745 Main Street.
- GLOUCESTER — CHARLES H. MORROW, M.D.
- HAVERHILL — EDWARD B. SAVAGE, 81 Merrimack Street.
- HOLYOKE — CLIFFORD S. LYON, 173 Dwight Street.
- LAWRENCE — ARTHUR P. McCORMICK, 503 Bay State Building.
- LOWELL — JAMES H. CARMICHAEL, Central Street.
- MARLBOROUGH — WILLIAM H. MURPHY, Corey Building.
- NEW BEDFORD — WILLIAM J. CARTER, 7 Municipal Building.
- NORTH ADAMS — FRED H. REAGAN.
- PITTSFIELD — OSCAR S. READ, 7 North Street (mailing address,
P. O. Box 1182).
- SPRINGFIELD — GEORGE H. HUGHES, Court Square Theatre
Building.
- TAUNTON — HOWARD A. BRIGGS, care of City Treasurer.
- WORCESTER — MRS. ROBERT C. HUNT, City Hall.

CIVIL SERVICE—LABOR REGISTRATION CLERKS.

BROOKLINE — THOMAS J. MORAN, Town Hall.

CAMBRIDGE — HARRY L. LINCOLN, City Hall.

EVERETT — WALTER H. NICHOLS, 443 Broadway.

FALL RIVER — CHARLES McL. HADLEY, 8 Bennett Building.

FITCHBURG — WILLIAM J. DOOLING, Room 22, City Hall.

LOWELL — PATRICK J. REYNOLDS, City Hall.

LYNN — MARY E. MORAN, City Hall.

NEW BEDFORD — WILLIAM J. CARTER, Municipal Building.

NEWTON — ANDREW PRIOR, City Hall.

REVERE — GERTRUDE P. LOEFFLER, City Hall.

SOMERVILLE — MRS. FLORENCE A. COOK, City Hall.

WORCESTER — MRS. ROBERT C. HUNT, Room 7A, City Hall.

The Commonwealth of Massachusetts

To the Honorable Senate and House of Representatives, in General Court assembled.

In accordance with the provisions of section 30, chapter 31 of the General Laws, I hereby submit the thirty-ninth annual report of the Department of Civil Service and Registration, Division of Civil Service, covering the period from Dec. 1, 1921, to Nov. 30, 1922, inclusive.

REPORT.

PERSONNEL.

On the expiration of his term of office, Mr. Joseph W. Bartlett declined reappointment as associate commissioner, and Mr. George M. Harlow of Boston was appointed by the Governor on Feb. 8, 1922, and qualified on the same day.

EXAMINATIONS.

During the year the largest examination held was for the clerical service, with two classes on January 14 and 28, numbering 1,446. The second largest examination was for stenographers, held in April, and including 1,093 applicants. In the September examination for police service there were 1,074 applicants, and for fire service in June 750 applicants.

ORAL EXAMINATIONS.

Forty oral examinations to determine the personality of applicants have been held during the year. There were 504 applicants examined. The largest of these examinations was that given on October 4 for detective in the State Department of Public Safety, when 75 men were examined. The second largest was given on June 27, when 10 women and 55 men were examined for the position of agent in the Soldiers' Relief Office of Boston, and visitor in the State Aid and Pension Office.

SPECIAL EXAMINERS.

The Commissioner takes this opportunity to thank those public-spirited citizens who have given their time, energy and valuable experience in serving the Commission and, through the Commission, the Commonwealth in the capacity of special examiners. This demonstration of civic pride has enabled the commissioners to obtain the services of men of the highest training and experience to prepare and mark the numerous technical examinations which have been held.

RULING OF COURT ON VETERAN PREFERENCE LAWS.

(242 Mass. 61.)

Three names were certified to fill the position of superintendent of the Worcester Home Farm, including the names of one veteran and two civilians. The veteran stood No. 1 on the list by virtue of the veteran preference law, but his percentage was lower than that of the civilians on the certified list. The civilian standing No. 2 on the list was appointed. The veteran appealed to the court, claiming that under the veteran preference law and the civil service rules he was entitled to absolute appointment in preference to all civilians.

The court ruled that the veteran preference law of 1919, chapter 150, did not give the same preference to veterans of later wars as to veterans of the civil war, and that the preference under that law was a preference on the eligible list ahead of all civilians. The court said that the appointing power had the right of selection of any one of the three certified.

DISABLED VETERANS' PREFERENCE.

The Legislature by chapter 463 of the Acts of 1922 amended the veteran's preference law, giving to disabled veterans a preference in certification and appointment over other veterans and all civilians. From the date the law went into effect, August 21 of this year, to the date of this report, six veterans have been given this preference.

NEW RULES.

The commissioners during the year revised the civil service rules to conform with the General Laws, and on April 3, 1922, submitted them to the Governor and Council for approval. They were approved and, under the law, went into effect on Aug. 1, 1922.

LABOR SERVICE.

In the Appendix of this report are tables covering the main activities of the Labor Bureau during the year. A comparison of these with those of last year shows nearly 100 per cent increase in the Boston registration. The number of requisitions received has been more by about 25 per cent, while the number of persons called for has more than doubled, and nearly four times as many have been employed.

In other cities the volume of work this year has been approximately the same as that of last year.

The majority, perhaps, of the cities under the jurisdiction of civil service obey the law. It was hoped that the city of Lowell this year would improve over last year. For a few months a real improvement appeared, but during the remainder of the year some of the officials of Lowell have attempted to evade and override the law almost ceaselessly, so that at present conditions there are no better than they were in 1921. Large numbers of illegal employments are being discovered, and over 48 requisitions have been received for specially qualified men. Investigation showed these qualifications were not needed, and that the requisitions were made apparently for the purpose of obtaining certain men without regard to their standing on the eligible list. All this has meant continual watching on the part of this Department.

In Revere, wholesale appointments from certified lists were made, and it was found that only such men as were wanted by the officials were employed, thus evading the law. This abuse has now been uncovered and corrected.

A new method of certifying to departments has been adopted which tends to eliminate some of the worst com-

plaints from department heads. Formerly, applicants sent did not appear for interview, and an unreasonably long time was therefore consumed in obtaining laborers from our lists. The new method involves the sending of a return postal card to eligibles, stating the vacancy, and the actual certifying of only those who signify their availability. Failure to respond to this notice within three days is cause for cancellation and removal of registrant's name from list. In this way, registrants are kept to a proper standard of responsibility, and friction between the Labor Bureau and department heads is minimized. A better type of employee is also obtained.

The practice of giving practical tests has been extended to tree climbers, and applicants for this work in Brookline, Fitchburg, Lowell and Worcester have been given such tests.

OPINIONS OF THE ATTORNEY GENERAL.

The Attorney General has rendered during the year the following opinions in relation to civil service:—

Fire Service of Plymouth.

Is the acceptance of the civil service law as applied to the Plymouth Fire Department in conflict with chapter 84 of the Special Acts of 1916, which provides for the appointment of a commissioner who shall have full and absolute authority in the administration of the department?

No. — Opinion of the Attorney General, dated April 18, 1922.

Boston Election Department.

Is the position of assistant in the Boston Election Department classified?

No. — Opinion of the Attorney General, dated May 29, 1922.

Reinstatement after Naval Service.

May a person who left his position in the employ of a city to enter the naval service of the United States in time of war be reinstated in the service of the city within two years from the date of his discharge from such naval service, even though two years have expired since his release from active duty in such naval service?

No. — Opinion of the Attorney General, dated June 6, 1922.

Assistant Superintendent of State Aid in Lowell.

Is the position of assistant superintendent of State aid in the city of Lowell subject to the civil service rules and regulations?

Yes. — Opinion of the Attorney General, dated June 16, 1922.

Preference for Disabled Veterans.

Is chapter 463 of the Acts of 1922, which provides that disabled veterans shall be appointed and employed in preference to all other persons, including veterans, retroactive?

Yes. — Opinion of the Attorney General, dated Aug. 31, 1922.

EXTENSIONS OF CIVIL SERVICE.

The recommendations of the Commissioner contained in last year's report were enacted by the Legislature, as follows: —

Chapter 36 of the Acts of 1922 amends section 17 of chapter 31 of the General Laws, and provides that applicants who have been convicted within a year of minor violations of the automobile laws may, in the discretion of the Commissioner of Civil Service, be appointed to civil service positions.

Chapter 31 of the Acts of 1922 amends section 31 of chapter 31 of the General Laws to require that copies of pay rolls in the different cities and towns shall be filed with the Commissioner of Civil Service as well as with the Auditor.

On May 16, 1922, employees of the bindery department of the Boston Public Library were placed under civil service by ruling of the Commissioner. This includes finishers, forwarders, sewers, etc.

During the legislative session the following additional enactments relating to civil service were passed: —

Acts of 1922, chapter 6, — "An Act providing for the appointment and removal of deputy assessors in the city of Boston in accordance with the laws and rules governing the classified civil service of the Commonwealth."

Acts of 1922, chapter 38, — "An Act extending the provisions of the civil service laws to the chief of the fire department of the town of Dedham."

Acts of 1922, chapter 203, — “An Act subjecting the office of chief of police of the town of East Longmeadow to the civil service laws.”

Acts of 1922, chapter 211, — “An Act placing under the civil service laws the office of city electrician in the city of Peabody.”

On Jan. 3, 1922, the labor service of the city of Medford was classified under the Civil Service Rules, having been requested under the law.

Respectfully submitted,

PAYSON DANA,
Commissioner of Civil Service.

APPENDIX

APPENDIX.

OFFICIAL SERVICE.

State and Cities.

Class.	NAME OF POSITION.	NUMBER OF EXAMINATIONS.		Number of Applicants notified.	NUMBER EXAMINED.		NUMBER PASSED.		NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.		NUMBER OF VETERANS APPOINTED.	
		General Competitive.	Non-competitive.		Males.	Fe-males.	Males.	Fe-males.	Males.	Fe-males.	Males.	Fe-males.
1	Superintendent:											
	State	2	2	9	8	1	7	1	4	1	3	-
	Boston	3	4	24	23	-	15	-	6	-	1	-
	Other cities	16	8	173	111	29	47	3	19	6	5	-
2	Secretary:											
	Boston	2	1	47	7	36	2	33	-	1	-	-
	Other cities	1	1	25	21	1	7	1	-	1	-	-

State and Cities — Continued.

Class.	NAME OF POSITION.	NUMBER OF EXAMINATIONS.		Number of applicants notified.	NUMBER EXAMINED.		NUMBER PASSED.		NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.		NUMBER OF VETERANS APPOINTED.	
		General Competitive.	Non-competitive.		Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.
3	Clerk:											
	State	4	62	1,050	345	547	243	451	40	202	4	-
	Boston	3	17	365	143	143	92	115	48	41	21	1
	Other cities	5	13	489	136	304	102	251	17	195	3	-
4	Bookkeeper:											
	State	2	-	54	21	4	3	-	2	-	2	-
	Boston	2	1	10	6	3	1	3	3	1	2	-
	Other cities	2	-	24	23	-	7	-	2	-	-	-
5	Storekeeper:											
	State	-	4	4	4	-	4	-	6	-	-	-
	Boston	-	1	1	1	-	1	-	1	-	-	-
	Other cities	1	-	18	16	-	8	-	1	-	1	-

6	Sealer of weights and measures:									
	State	2	—	19	11	—	4	—	—	—
	Boston	2	—	34	19	—	5	—	1	—
	Other cities	2	2	43	32	—	17	—	3	—
7	Visitor:									
	State	4	7	125	2	98	2	43	3	9
	Boston	3	—	56	24	19	14	12	7	7
	Other cities	2	4	35	4	21	1	7	1	1
8	Agent:									
	State	3	—	133	112	4	55	3	3	—
	Boston	1	—	23	17	—	10	—	—	—
	Other cities	1	2	7	6	—	6	—	3	1
9	Stenographer:									
	State	2	23	861	39	665	22	431	3	103
	Boston	2	3	385	12	314	7	208	7	34
	Other cities	2	6	198	10	149	6	91	2	38
11	Inspector:									
	State	4	—	70	39	4	5	4	11	1
	Boston	10	—	297	223	1	99	—	25	—
	Other cities	6	13	348	256	4	129	2	36	10

State and Cities — Continued.

Class.	NAME OF POSITION.	NUMBER OF EXAMINATIONS.		Number of Ap- plicants notified.	NUMBER EXAMINED.		NUMBER PASSED.		NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.		NUMBER OF VETERANS AP- POINTED.	
		General Com- petitive.	Non- com- peti- tive.		Males.	Fe- males.	Males.	Fe- males.	Males.	Fe- males.	Males.	Fe- males.
12	Instructor:											
	State	3	5	17	10	6	7	6	5	1	1	-
	Boston	2	-	34	25	-	4	-	3	2	2	-
	Other cities	2	1	478	107	285	100	272	82	180	23	1
13a	Detective:											
	State	1	-	183	128	-	58	-	1	-	-	-
13c	Building inspector:											
	State	-	-	-	-	-	-	-	1	-	1	-
14	Policeman:											
	Boston	1	-	513	292	-	138	-	106	-	106	-
14	Policeman (promotion):											
	Boston	4	1	261	257	-	253	-	36	-	-	-
14b	Policewoman:											
	Boston	1	-	31	-	23	-	6	-	-	-	-

	Policeman:	-	1,128	558	-	270	-	249	-	172
15	Other cities	3
15	Policeman (promotion):
15c	Other cities	2144.	.	.
	Policewoman:
	Other cities	1
16	Metropolitan District policeman:
16	State	118.	.	3
16	Metropolitan District policewoman:
	State	1
16	Metropolitan District policeman (promotion):
	State	210.	.	.
17	Matron and supervisor of scrubwomen:
	State	1
	Boston	2
17	Watchman:
	State	1
	Boston	2
	Other cities	2
18	Ambulance chauffeur:
	Boston	147.	.	1
	Other cities	220.	.	2

State and Cities — Continued.

Class.	NAME OF POSITION.	NUMBER OF EXAMINATIONS.		Number of Applicants notified.	NUMBER EXAMINED.		NUMBER PASSED.		NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.		NUMBER OF VETERANS APPOINTED.	
		General Competitive.	Non-competitive.		Males.	Fe-males.	Males.	Fe-males.	Males.	Fe-males.	Males.	Fe-males.
19	Attendance officer:											
	Other cities	-	-	-	-	-	-	-	1	-	1	-
20	Fireman:											
	Boston	2	-	455	290	-	233	-	11	-	11	-
20	Fireman (promotion):											
	Boston	-	-	-	-	-	-	-	22	-	-	-
21	Fireman:											
	Other cities	5	39	1,690	1,221	-	619	-	219	-	157	-
21	Fireman (promotion):											
	Other cities	17	1	345	331	-	301	-	81	-	-	-
22	Foreman:											
	State	3	2	81	61	-	37	-	15	-	5	-
	Boston	5	1	112	92	-	37	-	23	-	4	-
	Other cities	14	4	202	171	-	90	-	57	-	16	-

[illegible]

State and Cities — Concluded.

Class.	NAME OF POSITION.	NUMBER OF EXAMINATIONS.		Number of Applicants notified.	NUMBER EXAMINED.		NUMBER PASSED.		NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.		NUMBER OF VETERANS APPOINTED.	
		General Competitive.	Non-competitive.		Males.	Fe-males.	Males.	Fe-males.	Males.	Fe-males.	Males.	Fe-males.
31	Dietitian:											
	State	1	8	9	-	8	-	8	-	9	-	-
	Boston	-	2	2	-	2	-	1	-	1	-	-
	Other cities	1	1	2	-	2	-	2	-	2	-	-
32	Physician:											
	State	2	13	34	16	15	15	9	6	10	1	-
	Boston	5	1	91	74	7	62	5	12	-	10	-
	Other cities	1	14	27	15	12	14	9	14	6	5	-
34	Chemist:											
	State	2	3	17	6	6	3	4	4	1	2	-
	Other cities	1	-	4	4	-	1	-	1	-	-	-

[illegible]

Summary of Official Service.

SERVICE.	NUMBER OF EXAMINATIONS.		Number of Applicants notified.	NUMBER EXAMINED.		NUMBER PASSED.		NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.		NUMBER OF VETERANS APPOINTED.	
	General Competitive.	Non-competitive.		Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.
Commonwealth service	51	167	3,426	1,330	1,392	846	980	347	347	142	3
Boston service	70	38	3,543	1,966	661	1,350	415	418	100	253	4
Cities other than Boston, and towns	126	142	6,468	3,829	989	2,411	742	1,037	495	475	7
	247	347	13,437	7,125	3,042	4,607	2,137	1,802	942	870	14
	594		13,437	10,167		6,744		2,744		884	

LABOR SERVICE.

Number Registered, Certified, Appointed and Discharged.

	Number regis- tered.	Requisitions received.	Number called for.	Number certi- fied.	Number em- ployed.	Number dis- charged.	Authority given.	Age limits.
Commonwealth	3,355	120	610	1,174	616	659	33	-
Boston	9,553	235	1,486	3,914	2,248	1,372	40	7
Brookline	272	45	165	265	107	69	24	-
Cambridge	834	65	256	412	269	65	14	-
Everett	274	14	52	236	72	85	9	-
Fall River	869	48	332	625	251	156	17	4
Fitchburg	330	40	336	401	208	212	20	8
Lowell	1,518	102	450	622	475	167	39	-
Lynn	680	37	165	300	139	103	10	-
Medford	152	25	138	229	84	14	9	-
New Bedford	1,167	74	133	208	122	63	22	-
Newton	445	43	295	506	237	61	14	8
Revere	298	15	269	445	217	130	6	-
Somerville	216	25	122	343	133	84	8	4
Worcester	3,396	93	1,385	2,730	1,072	1,510	20	17
Totals	23,359	981	6,194	12,410	6,250 ¹	4,750	285	48

¹ Includes 2,979 veterans, 737 women and 882 appointed under general authority.*Physical Examination.*

	Notified for Exami- nation.	Number examined.	Number passed.	Number failed.
Boston	3,507	1,937	1,882	55
Cambridge	1,124	583	566	17
Totals	4,631	2,520	2,448	72

Examination for Life Guard and Helper.

	Notified for Exam- ination.	Number examined.	Number passed.	Number failed.
Boston	54	28	28	-
Commonwealth	44	19	18	1
Cambridge	2	2	2	-
Lowell	3	3	3	-
New Bedford	2	1	1	-
Somerville	2	2	2	-
Worcester	16	13	13	-
Totals	123	68	67	1

Practical Test for Teamsters.

City of Boston	597	333	235	98
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Practical Test for Hostlers.

City of Boston	46	27	12	15
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Tree Climbers' Examination.

Brookline	113	14	6	8
Fitchburg	63	20	8	12
Lowell	361	95	10	85
Worcester	814	204	92	112
Totals	1,351	333	116	217

Number of Present Employees in Labor Service classified under Civil Service Rules.

Commonwealth	959	Medford	192
Boston	5,097	New Bedford	1,262
Brookline	372	Newton	583
Cambridge	891	Revere	192
Everett	213	Somerville	341
Fall River	847	Worcester	1,524
Fitchburg	273		
Lowell	1,279	Total	14,634
Lynn	609		

PHYSICAL EXAMINATIONS.

OFFICIAL SERVICE.

Number of applicants examined:

Agent, parole	11
Chauffeur, ambulance	60
Chauffeur, police	11
Chemist, assistant	2
Chief operator	3
Clerk of works	4
Clinic physician	1
Correction officer	3
Dentist	23
Detective	59
Drawtender	80
Electrician	17
Engineer, construction (Boston building department)	4
Engineer, stationary, and fireman	328
Fire	1,020
Fire, promotion	36
Foreman	102
Foreman, caster	3
Foreman, farm	2
Foreman, subway construction	9
Inside wireman	24
Inspector, assistant castings	2
Inspector, building	1
Inspector, construction (Boston Transit Commission)	2
Inspector, engineering	1
Inspector, health	1
Inspector, masonry	3
Inspector, medical	16
Inspector, plumbing	2
Instructor, physical	4
Instructor, playground	1
Instructor, swimming	2
Janitor	608
Janitress	6
Lineman and instrumentman	2
Master, house of correction	11
Master mechanic	6

Matron, police	10
Matron (public works)	3
Matron, school	1
Meter reader	138
Nurse	121
Pilot and quartermaster	13
Police	696
Police, promotion	54
Policewoman	25
Poultryman and officer	4
Reconstruction aide	3
Storekeeper	17
Superintendent, assistant	4
Superintendent, farm	2
Supervisor, almshouse	3
Supervisor, motor apparatus	8
Technician	2
Watchman	174

 3,748

Disabled veterans:

Agent, correction	2
Engineer, stationary, and fireman	2
Inside wireman	1
Inspector, water and fire	1
Investigator, claim	3
Janitor	4
Sealer of weights and measures	1
Visitor	3
Watchman	2

 19

Number re-examined (both services) 367

Number of applicants rejected:

Correction officer	1
Drawtender	1
Engineer, stationary, and fireman	4
Fire	278
Foreman	1
Inspector, assistant castings	1
Janitor	21
Janitress	1
Lineman and instrumentman	2
Matron, police	3

Meter reader	3
Nurse	30
Police	299
Policewoman	11
Storekeeper	1
Superintendent, farm	1
Watchman	3

 661

Disabled veterans rejected:

Agent, correction	1
Fireman, stationary	1
Investigator, claim	1
Janitor	1
Watchman	1

 5

Causes for rejection:

Defective eyes	67
Defective feet	1
Defective hand	1
Defective heart	23
Defective lungs	80
Defective teeth	125
Hernia	21
Under height	113
Under weight	25
Varicose veins	63
General condition poor	14
Albumen in urine	13
Rejected for more than one reason	29
Strength failures	86

 661

Disabled veterans, credit not given	5
---	---

LABOR SERVICE.

Number of laborers examined	2,573
Number of laborers rejected	67
Total number of examinations for both services	6,707
Total number of rejections for both services	733

